

# TMSD Work Management System Farm Equipment Authorization

- Open transaction IW31. Enter the order type (TS01), priority (Expedite), functional location (NC-DIVXX-XX for a specific county, NC-DIVXX if the route crosses county lines but is within the same division, or NC if the route crosses division lines), and the template's order number (41000020229) in the "Order" field of the "Reference" box and press "Enter" (or click the "Header" button). This will copy all of the information from the "Operations" tab in the template to the "Operations" tab in the new order.

- Enter the description: "3000 Routes (FARM #####)" or "2000 Routes (FARM #####)" – start with the "3000" series order, planner group (TS1), main work center (323000), and PM activity type (113).

- Go to the "Operations" tab and change the work centers for operations 20, 60, and 70 to the work center (region) being assigned the work.

Op...	SOp	Work ctr	Plant	Co...	StTextK	S..	Operation short text
0010		323210	1595	TS01			Application Processing
0020		323000	1595	TS01			Verification of Route
0030		323210	1595	TS01			Application Completion
0040		323210	1595	TS01			Correspondence
0050		323130	1595	TS01			Crash and Rate Analysis
0060		323000	1595	TS01			Field Investigation
0070		323000	1595	TS01			Field Recommendations
0080		323000	1595	TS01			State Traffic Safety Engineer Response
0090		320000	1595	TS01			Final Response - State Traffic Engineer

- Go to the "Additional Data" tab and enter the functional area (2080). **Skip this step for "2000" series orders.**

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5. Go to the “Location” tab and enter the appropriate WBS element for the highest level tier associated with the routes (50088.15.10FS1, 50088.15.10FR1, or 50088.15.10FD1). **If this is a “2000” series order then enter the cost center (150149) instead of the WBS element.**

– OR –

6. Go to the “Enhancement” tab and enter the special number (farm equipment number).

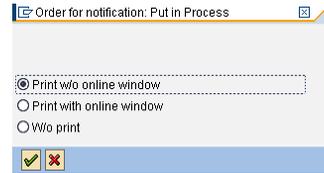
7. Go to the “HeaderData” tab and click on the “Notification” button (  ).

8. Enter the mode received, a description of the designation, and add any partners (requestors) – see Quick Card 11 (“Notifications – Adding Partners”) for more information on adding partners (requestors). Once complete, click on the “Order” button (  ).

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9. Perform the settlement rule () – see Step 16 of Quick Card 7 (“Order Creation”) for more information.

10. Put the order in process () and print the shop paper:



11. Repeat steps 1-10 for the same request, but this time set it up as a “2000” series order.

12. Scan the request documentation, including the shop papers, and save as a PDF file.

13. Attach the scanned request documentation (PDF file) to each order – see Part C (“Attaching Documents”) of Quick Card 8 (“Advanced Order Options”) for more information.

14. Open the “3000” series order using transaction IW32.

15. Click on the “Services for object” button () , select the “Maintenance order” line, and click on “Continue” () .

16. Click on “Attachment list” () .

17. Double-click on the internal file (“Title”) to be sent – this will open the file in “Livelihood Archives Window Viewer”.

18. Click “Send Documents” () .

19. Click the “OK” button.

20. Enter the recipients (To, Cc, etc.), enter a subject, type the text of the email, then click on the “Send” button () .

21. Open the “3000” series order using transaction IW32.

22. Go to the “Operations” tab and highlight operations 20, 30, 40, 50, 60, 70, 80, and 90.

HeaderData		Operations	Components	Costs	Objects	Additional Data	Location	Planning	Control	Enhancemnt				
Op...	SOp	Work ctr	Plant	Co...	StTextK	S..	Operation short text	LT	Work	Un	N...	Dur.	Un	CcKey
0010		323210	1595	TS01			Application Processing			H		5.0D		Maintain
0020		323000	1595	TS01			Verification of Route			H		10.0D		Maintain
0030		323210	1595	TS01			Application Completion			H		2.0D		Maintain
0040		323210	1595	TS01			Correspondence			H		2.0D		Maintain
0050		323130	1595	TS01			Crash and Rate Analysis			H		8.0D		Maintain
0060		323000	1595	TS01			Field Investigation			H		13.0D		Maintain
0070		323000	1595	TS01			Field Recommendations			H		4.0D		Maintain
0080		323000	1595	TS01			State Traffic Safety Engineer Response			H		2.0D		Maintain
0090		320000	1595	TS01			Final Response - State Traffic Engineer			H		3.0D		Maintain

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23. Click on the “Internal” button at the bottom of the screen.



24. Select the “Relationship” tab at the bottom of the screen and enter “0010” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.

Op...	Offset...	Un.	T.	S...	Order	Operation short text
0010				FS	41000011080	

25. If you get the following warning, just click the green check.



26. Advance to operation 30 using the arrows at the top.



27. Enter “0020” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.

28. Advance to operation 40 using the arrows at the top.

29. Enter “0030” in the “OpAc” column and the order number in the “Order” column and click the “Enter” key.

30. Advance to operation 50 using the arrows at the top.

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31. Enter "0030" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
32. Advance to operation 60 using the arrows at the top.
33. Enter "0030" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
34. Advance to operation 70 using the arrows at the top.
35. Enter "0060" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
36. Advance to operation 80 using the arrows at the top.
37. Enter "0070" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
38. Advance to operation 90 using the arrows at the top.
39. Enter "0080" in the "OpAc" column and the order number in the "Order" column and click the "Enter" key.
40. Click on the "Header data" button at the top to return to the main order.



41. Click on the "Schedule" button (  ).
42. Save the order (  ).
43. Repeat steps 21 through 42 for the "2000" series order.